

RESOLUTION NO. 3821

ADOPTING SPECIFICATIONS AND SALARY
RANGE FOR CERTAIN CLASSIFIED POSITIONS

RESOLVED, by the City Council of the City of Lodi, that
the Class Specifications and Salary Range for Administrative
Assistant-Public Works, Dispatcher Clerk-Jailer (male), Dispatcher
Clerk-Matron (female), Dispatcher Clerk-Fire and Street Light
Maintenance Man, copies of which are annexed hereto and made a
part hereof as if set forth in full herein, are hereby approved and
adopted as Class Specifications and Salary Range in the Classified
Personnel Service of the City of Lodi and said Specifications and
Salary Range shall apply as of this date.

Dated: September 5, 1973

I hereby certify that Resolution No. 3821 was passed
and adopted by the City Council of the City of Lodi in
a regular meeting held September 5, 1973 by the
following vote:

Ayes: Councilmen - Ehrhardt, Katnich and Pinkerton
Noes: Councilmen - None
Absent: Councilmen - Schaffer and Hughes


Bessie L. Bennett
City Clerk

ADMINISTRATIVE ASSISTANT - PUBLIC WORKS

DEFINITION

Under general direction performs administrative studies of Public Works operation, prepares reports, follows progress of work projects and does related work as required.

EXAMPLES OF DUTIES

Relieves the Director of Public Works of as many routine administrative chores as possible, performs administrative, operational and organizational studies of Public Works operations. Handles routine business, complaints, and administrative details for the Public Works Director. Answers routine correspondence, originates notification letters to property owners regarding work projects adjacent to or affecting their property, co-ordinates department budget preparation. Co-ordinates administrative work of Public Works projects, prepares and/or reviews specifications for Public Works projects to assure that the document complies with established policy. Follows progress of Public Works projects, and maintains progress schedule charts, and prepares routine ordinances and resolutions.

LICENSE

Possession of an appropriate California Operators license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Office procedures and practices;
Principles of organization and administration;
Basic statistical techniques.

Ability to:

Prepare clear and comprehensive written reports;
Express self orally with clarity and brevity;
Establish and maintain co-operative relationships with
fellow employees and the public while still maintaining firmness and tact;
Understand and carry out complex oral and written instructions;
Apply a high degree of independent judgment to research.

and

Administrative Assistant - Public Works--2

DESIRABLE QUALIFICATIONS - continued

Experience:

One year of experience in a municipal operation at level of intern or Administrative Aide. This can be full or part-time work or as a part of a college curriculum.

and

Education:

Graduation from recognized four-year college with degree in Public Administration, Business Administration, Political Science or related field.

Salary Range: \$825 - \$1003

DISPATCHER-CLERK-JAILER
(male)

Salary Range: \$663 - \$696 - \$731 - \$767 - \$805

DEFINITION

Under general supervision on assigned shift, to transmit and receive messages on radio, telephone, and teletype equipment in coordinating the work of law enforcement personnel; to take messages, relay calls, and dispatch equipment for public safety; to be primarily responsible for processing, caring for and custody of all prisoners in city jail facilities; to prepare and process a wide variety of police records including technical and clerical work in fingerprinting and to do related work as required.

DISTINGUISHING CHARACTERISTICS

An employee in this class is called upon to do a wide variety of police communications and clerical duties with minimum supervision. Jailer duties of an employee in this class will include assisting an arresting officer in processing prisoners including searching, booking, providing medical care, transporting, feeding, and attending to personal needs. This class may be distinguished from that of Dispatcher-Clerk-Matron in that the jailer duties performed will deal primarily with male prisoners.

EXAMPLES OF DUTIES

Uses standard operating procedures in transmitting and receiving radio communications from vehicles in the field and law enforcement agencies in coordinating and informing on matters related to the control and enforcement of law and order; maintains log of radio transmissions and status board showing location of all police units; monitors communication networks including car-to-car, county, and special purpose, and relays information to local authorities or mobile units as the situation requires; operates teletype and computer remote equipment as part of the various law enforcement information networks; carries out Watch Commander's instructions in deploying field forces, calling for emergency equipment, or answering telephone requests; writes and broadcasts point-to-point bulletins for wanted vehicles or persons; receives complaints from the public; assists in video filming of drunk drivers; enforces custodial facilities regulations; works with the arresting officer in searching and booking prisoners; takes immediate custody of property and issues property receipts; processes arrest and incident reports, initiates action to provide medical care for prisoners as required by circumstances; transports or arranges for transportation of prisoners; assists prisoners with legal and logical requests, including visitors, bail legal counsel, and family notification; processes orders to release prisoners; insures that prisoners are properly fed and otherwise cared for; maintains records, including reports of arrests, crimes, and services, searches files for a wide variety of information such as prior records, modus operandi, aliases, and other histories, indexes and files basic law enforcement information cards, reports, and property records; performs related clerical duties, waits on the public at the information counter; processes telephone and other legal and proper calls concerning prisoners; inspects facilities frequently to insure safety and security of prisoners and proper sanitary conditions; fingerprints and photographs individuals; administers first aid as required; and otherwise assists in the proper maintenance of prisoner custody.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor vehicles.

AGE

Minimum age 18 years at time of appointment

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods, procedures, and equipment;
English usage, spelling, grammar, and vocabulary;
Some knowledge of shorthand is desirable..

and

Ability to:

Type accurately at a rate of 35 words per minute.
Learn local geography;
File alphabetically and numerically with speed and accuracy;
Speak clearly and decisively;
Follow oral and written directions;
Read and effectively apply pertinent laws, policies, rules, instructions, and regulations having to do with police radio broadcasting, records functions, and detention facility administration;
Adopt and apply quick, effective, and reasonable solutions to problems arising;
Use good judgement and discretion in maintaining firm control over the detention facilities and prisoners;
Work effectively with other employees and the public;

EXPERIENCE

None required.

EDUCATION

Equivalent to completion of the twelfth grade.

HEIGHT

5 feet 8 inches minimum, 6 feet 5 inches maximum in bare feet.

and

WEIGHT

Must be in proportion to height, but not less than 150 lbs. nor more than 250 lbs., at time of medical examination.

and

HEARING

Must be normal in each ear.

DISPATCHER-CLERK-MATRON
(Female)

Salary Range: \$663 - \$696 - \$731 - \$767 - \$805

DEFINITION

Under general supervision on assigned shift, to transmit and receive messages on radio, telephone, and teletype equipment in coordinating the work of law enforcement personnel; to take messages, relay calls, and dispatch equipment for public safety; to be primarily responsible for processing, caring for, and custody of all prisoners in city jail facilities; to prepare and process a wide variety of police records including technical and clerical work in fingerprinting; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

An employee in this class is called upon to do a wide variety of police communications and clerical duties with minimum supervision. Jailer duties of an employee in this class will include assisting an arresting officer in processing prisoners including searching, booking, providing medical care, transporting, feeding, and attending to personal needs. This class may be distinguished from that of Dispatcher-Clerk-Jailer in that the Matron duties performed will deal primarily with female prisoners.

EXAMPLES OF DUTIES

Uses standard operating procedures in transmitting and receiving radio communications from vehicles in the field and law enforcement agencies in coordinating and informing on matter related to the control and enforcement of law and order; maintains log of radio transmissions and status board showing location of all police units; monitors communications networks including car-to-car, county, and special purpose, and relays information to local authorities or mobile units as the situation requires; operates teletype and computer remote equipment as part of the various law enforcement information networks; carries out Watch Commander's instructions in deploying field forces, calling for emergency equipment, or answering telephone requests; writes and broadcasts point-to-point bulletins for wanted vehicles or persons; receives complaints from the public; assists in video filming of drunk drivers; enforces custodial facilities regulations; works with the arresting officer in searching and booking female prisoners; takes immediate custody of property and issues property receipts; processes arrest and incident reports; accompanies male officers in interrogation of female subjects; initiates action to provide medical care for prisoners as required by circumstances; transports or arranges for transportation of female prisoners; assists prisoners with legal and logical requests, including visitors, bail, legal counsel, and family notification; processes orders to release prisoners; insures that prisoners are properly fed and otherwise cared for; maintains records, including reports of arrests, crime, and services; searches files for a wide variety of information such as prior records, modus operandi, aliases, and other histories, indexes and files basic law enforcement information cards, reports, and property records, performs related clerical duties, waits on the public at the information counter; processes telephone and other legal and proper calls concerning prisoners; inspects facilities frequently to insure safety and security of prisoners and proper sanitary conditions; fingerprints and photographs individuals, administers first aid as required, and otherwise assists in the proper maintenance of prisoner custody.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

AGE

Minimum age 18 years at time of appointment.

DESIRABLE QUALIFICATIONS.

Knowledge of:

Modern office methods, procedures, and equipment;
English usage, spelling, grammar, and vocabulary;
Some knowledge of shorthand is desirable.

and

Ability to:

Type accurately at a rate of 35 words per minute
Learn local geography;
Speak clearly and decisively;
Follow oral and written directions;
Read and effectively apply pertinent laws, policies, rules
instructions, and regulations having to do with police
radio broadcasting, records functions, and detention
facility administration;
Adopt and apply quick, effective, and reasonable solutions to
problems arising;
File alphabetically and numerically with speed and accuracy;
Work effectively with other employees and the public

and

EXPERIENCE

None required

EDUCATION

Equivalent to completion of the twelfth grade

and

HEIGHT

5 feet 5 inches minimum, 6 feet maximum in bare feet.

and

WEIGHT

Must be in proportion to height, but not less than 120 lbs. nor more than 170 lbs. at time of medical examination.

and

HEARING

Must be normal in each ear.

DISPATCHER-CLERK-FIRE

Salary Range: \$631 - \$663 - \$696 - \$731 - \$767

DEFINITION

Under supervision, on an assigned shift in the Fire Department, to operate a three-way radiotelephone system; to do departmental clerical work consisting of typing, filing, record keeping, and operating a teletypewriter; and to do related work as required.

EXAMPLES OF DUTIES

Receives fire calls and coordinates with the Fire Captain on dispatching of equipment; calls off-duty firemen and volunteers on radio unit to duty when ordered by superiors; issues fire permits when required; assists in maintaining departmental records of fire calls and training records; types correspondence and reports; maintains log of runs made by fire engines and trucks; assists in the preparation of the department's preliminary budget; compiles information and statistics for periodic reports; receives complaints and gives explanations and information to the public over the telephone and in person; conducts tours of adults and children through the fire house; reports for duty, day or night, to handle the communications office.

DESIRABLE QUALIFICATIONSKnowledge of:

Local geography, office methods, procedures, and equipment.

and

Ability to:

Learn the standard broadcasting procedures of a radiotelephone and to be licensed for its operation;

Follow written and oral directions;

Establish and maintain cooperative working relationships;

Type accurately at a rate of 35 words a minute from clear copy.

and

Experience:

At least two years of general clerical, business or record keeping work.

and

Education:

Equivalent to completion of the twelfth grade.